

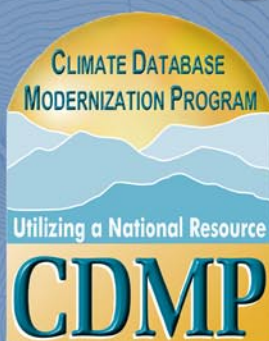
Guidelines for Submitting Proposals/ Task Orders

Utilizing a National Resource

August 2003

Climate Database Modernization Program
FISCAL YEAR 2004

Climate Database Modernization Program
National Climatic Data Center
Asheville, North Carolina



Fiscal year 2004 will mark the fifth year for the Climate Database Modernization Program (CDMP). The CDMP supports all five NOAA line organizations with services intended to make climate and environmental data and information more accessible and easier to utilize. Data once restricted to file cabinets and basement storage are becoming accessible via the World Wide Web.

Whether you are a veteran with past projects supported by CDMP, or even if you are just now learning of the program, we invite you to take part in the FY 2004 Data Access Workshop. The third annual Data Access Workshop is set for December 2-3, 2003, and will again be held at the Coastal Support Center in Charleston, South Carolina. The Workshop will give each agency the opportunity to present their proposals for continuing multi-year projects currently being funded, and any new projects for consideration under the FY 04 CDMP program.

Please read through this guideline booklet, paying particular attention to those deadlines and requirements that apply to you and your situation. For new proposed projects we are requiring more information this year, in the form of a detailed task order, while for the continuation of an ongoing project a simple one-or two-page proposal is adequate. This added detail is critical for CDMP to better judge the cost of new start-up projects. If you have questions, feel free to contact me or a member of the CDMP team.



Joe D. Elms
Program Manager, CDMP

Ever wonder how you might make your valuable climate and environmental data more accessible? Ever wonder if NOAA has funds available to support such an effort? If so, the Climate Database Modernization Program (CDMP) might be just the program for you and your organization.

In Fiscal Year 2003, the CDMP has over 40 individual tasks underway (see page 12 for a partial list of current tasks). These tasks generally involve the digitizing of historical climate records, whether it involves the creation of a digital image from paper, microfilm, or microfiche, or keying data from these records. The task may also involve the creation of a web system for storing and accessing data, or the creation of a new database to support on-line data access.

CDMP invites you to consider submitting a proposal under the FY 04 program. Tasks can range anywhere



from a few thousand dollars to multi-year tasks involving several million. Which tasks are awarded depends directly on available FY 04 funding.

First, please review the proposed guidelines outlined on the following pages. Read these carefully, ask questions, submit your proposals/task orders on time, and attend the workshop.

FY04 PROGRAM

Before you start, consider the following questions:

- Does your task involve the services provided by the CDMP contractors (see page 6)? If not, there is probably little chance that CDMP will fund your project.
- Is the task large enough to be cost-effective? The time, effort, and expense incurred by the contractors to evaluate a small task, run tests, and develop keying formats is often greater than the time needed to do the actual production. This is generally true for tasks involving less than 1,000 documents.
- Is it too large to be manageable, or prohibitively expensive? Check with your CDMP contact if you're not sure. Large tasks often require a great deal of up-front work by government employees prior to the beginning of work by the contractors. If it's too large, can the task be logically divided into several smaller sub-tasks over a multi-year period?
- How many documents exist? On what media are they stored? What is the condition of documents? These questions can affect project cost. Is there more than one copy available? If only one copy exists, can you live without access to it while the data are at the contractor's site for digitizing?
- Who will compile documents for shipment to contractors? Does an inventory need to be compiled before the documents leave your NOAA facility?
- How long will this process take? Many tasks take several years to complete due to funding and workload constraints. Are resources available over an extended period of time? Structure the task so that higher priority work is completed first.
- Are there employees available to do this work? This may include developing detailed task orders, answering contractor questions, providing task guidance, etc. A task order, required for all new proposed tasks, should logically define the process for accomplishing the work requested of the contractor, including all the necessary details the contractor will need to successfully complete the project. Do you know exactly what you require?
- Who will perform quality assurance on data once they have been imaged or keyed? How will quality assurance be performed? Are you prepared to give timely feedback to the contractor and the CDMP staff?
- Do you have a method and means to make the data accessible once they are digitized? Or will you be relying on the contractor for developing and hosting an access system? Can you cover the long-term costs for such a hosted system? What happens if CDMP funds are no longer available?
- Who will manage the task? Will they be able to participate in conference calls, CDMP progress meetings, and review monthly invoices?

The CDMP supports the following services:

- Imaging from paper (sizes up to 42 x 60 inches), bound books, microfiche, microfilm, photographs, and negatives
- Image indexing available for on-line storage and retrieval
- Keying from paper, microfiche, or digital image
- Data hosting and web access
- Information technology development, database development
- Web access development and system hosting
- Vectorizing
- Optical character recognition (OCR)

Other similar specialized services may be available.

CDMP Primary Contractors:

Image Entry, Inc



Image Entry, Inc
456 Industrial Boulevard
London, KY 40741

Harold Jones, Program Manager

Information Manufacturing Corporation



Information Manufacturing Corporation
310 State Route 956
Rocket Center, WV 27726

Paul Frascione, Program Manager

Lason Systems, Inc



Lason Systems, Inc
12200 Kiln Court
Beltsville, MD 20704

John Jacobs, Program Manager

The following guidelines should be followed when submitting proposals for work to be accomplished under the Climate Database Modernization Program (CDMP).

1. All tasks must involve increasing the accessibility and utilization of climate and environmental data and information (see selection criteria on page 11).
2. Proposals must be submitted for any continuing task from FY 03, and a detailed task order is required for any new proposed tasks. If the requirements of a continuing task change substantially, then a more detailed task order must be submitted. This approach is being instituted in an effort to better gauge the cost of each potential task.
3. Proposals/task orders must be submitted electronically to Joe Elms, Manager, Climate Database Modernization Program by **November 7, 2003**. The preferred formats are Microsoft Word, WordPerfect, or a PDF document. E-mail address is Joe.D.Elms@noaa.gov.
4. The proposals for continuing tasks should include the following:
 - A. Name of organization and task leader(s).
 - B. Name or title of the task and the assigned task order number.
 - C. Accomplishments in FY 03.
 - D. Scope of work proposed for FY 04.
 - E. An estimate of time needed for your agency to prepare materials for delivery to the CDMP contractors, to quality assure the returning products, and to make the data accessible if fully funded by CDMP.
 - F. Details of the amount of funding requested for NOAA salaries in support of this task, e.g., for preparation of the data set for submission to the contractors, quality assurance efforts, making the data accessible, etc.

Note: If the scope of the task has changed, then a task order rather than a proposal should be submitted. Also, indicate in your e-mail at the time the proposal is submitted whether you or a colleague will be presenting the proposal during the workshop to be held December 2-3, 2003.

Preparing a Task Order for a new proposed CDMP task.

- A. Name of organization and task leader(s).
- B. Name or title of the task.
- C. Describe how the task will contribute to the modernization and utilization of a climate database.
- D. Describe the task in detail, outlining what would be required of the contractor, what the task involves, including volume counts (i.e. number of documents, pages, charts, and condition of documents), and what would be provided by the agency. Describe all steps in the process so CDMP and the contractors can estimate the total cost.
- E. Provide an estimate of the time needed for your agency to prepare the data for the CDMP contractors.
- F. Details the amount of funding requested for NOAA salaries in support of this task, e.g., for preparation of the data set for submission to the contractors, quality assurance efforts, making the data accessible, etc.
- G. Include a statement as to whether these documents or data will be freely available via web access at a NOAA facility.

Several sample task orders are available as PDF files at the following URL: www.ncdc.noaa.gov/oa/climate/cdmp/proposals.htm.

Note: Indicate in your e-mail at the time the task order is submitted whether you or a colleague will be presenting the proposal during the workshop to be held December 2-3, 2003.

The CDMP will be hosting a workshop in Charleston, SC for those that wish to participate and formally present their FY04 proposal (continuation and new tasks). For sign-up details, see page 13.

DATA ACCESS WORKSHOP
CLIMATE DATABASE MODERNIZATION PROGRAM
December 2-3, 2003
Coastal Service Center, Charleston, SC

Provisional Agenda

Tuesday, December 2, 2003

- 8:30 am Welcome- CSC Overview
Note: monies will be collected to cover the cost of two lunches
- 8:45 am CDMP Annual Report 2003 video.
- 9:00 am CDMP Overview- Rules and Guidelines for
 Proposals/Task Orders
- 9:30 am WSSRD Executive Overview
- 10:00 am Break
- 10:15 am Information Manufacturing Corporation, Inc. (IMC)
 NOAA Projects Briefing
- 11:00 am Image Entry (IE) -NOAA Projects Briefing
- 11:45 am Lunch
- 12:45 pm Lason- NOAA Projects Briefing
- 1:30 pm Tasks & Proposals by Line Office/Lab, etc.
 for FY 04
- NESDIS Continuing tasks and new proposals
1. NCDC
2. NODC & NOAA library
3. NGDC
- 4:30 pm Daily wrap-up
- 4:45 pm Adjourn
- 5:30 pm Data Access Informal Dinner (on your own)

Wednesday, December 3, 2003

8:30 am	Continue Tasks & Proposals by Line Office/Lab, etc. National Ocean Service (NOS)
10:00 am	Break
10:15 am	National Marine Fisheries Service (NMFS)
11:00 am	National Weather Service (NWS)
12:00 pm	Lunch
1:00 pm	Oceanic and Atmospheric Research (OAR)
2:00 pm	Additional tasks and proposals for additional offices, state climatologists, etc.
2:30 pm	Break
2:45 pm	Continue additional tasks and proposals
4:00 pm	Workshop Wrap-up
4:15 pm	Discussion - how to improve future Data Access Workshops
4:30 pm	Adjourn

The proposals will be judged against the following criteria:

1. *Contribution to improved data access*
2. *Value to climate community*
3. *Ease of digitization by the contractors*
4. *General merit to overall program*
5. *Cost effectiveness*

The CDMP staff will calculate an estimated cost for each proposal. They will also estimate a total time to completion (some tasks may take several years to complete).

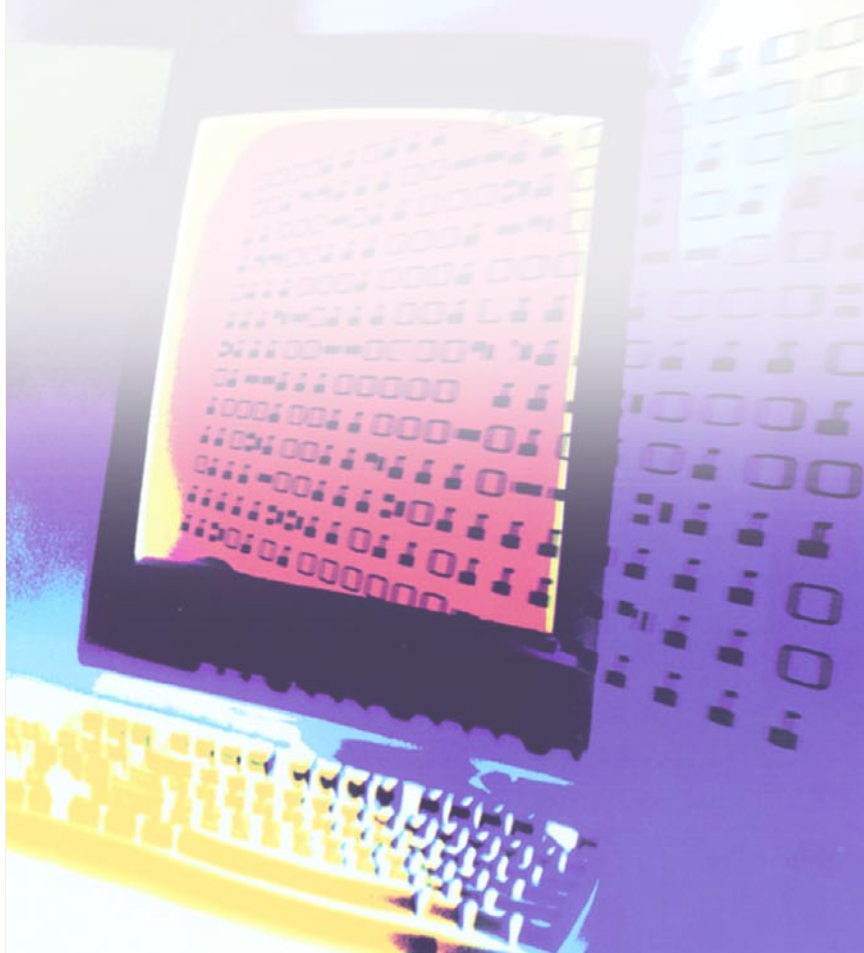
CDMP will make the final selections based on the criteria above and the available funding.

A decision on approved FY 04 tasks will be announced in January, 2004. New tasks may begin as early as March 2004.

Funding: Contractor and NOAA

The dollars for all NOAA tasks will be part of the CDMP contractor funding for FY 04. Contracts for FY 04 will be established sometime in the March, 2004 time frame. These contracts will be established by NCDC and the procurement office at the Eastern Administrative Support Center (EASC) in Norfolk, VA.

Most tasks will also be provided funding to be used internally by the NOAA agencies. These funds will help to cover the costs of NOAA salaries, travel, document preparation, quality assurance, hiring of contract employees by NOAA agencies to assist with CDMP projects, etc. The use of this funding is determined by each individual agency. Each agency will need to provide the CDMP COTR with a point of contact, contact telephone number, and FMC# for transfer of funds. **These funds must be used by the end of the fiscal year (end of September 2004).**





Task Orders:

Each NOAA task manager will be responsible for writing a task order for their specific task to be issued to the contractor. A sample task order is available on-line at www.ncdc.noaa.gov/oa/climate/cdmp/proposals.htm. Task orders need to address the specifics of each individual task in sufficient detail that the contractor and CDMP management will understand what is to be accomplished. Many times the preparation of the task order is an iterative process between the government and the contractor; however, it must be completed and issued officially by the CDMP COTR before the work can begin. This year we are requesting a detailed task order for all start-up projects (new proposals) rather than the two-page proposal of the past. We find this necessary to better judge the cost and time for completing a project and to provide better control of the CDMP budget. This also allows a timely start to the project.

Task Manager Responsibilities:

Each NOAA task shall have a task manager and back-up assigned. The task manager will work directly with the contractor to develop and oversee the task, and keep the CDMP leadership team (program manager and COTR) fully informed on the task's progress. The task manager is encouraged to personally attend the kick-off meeting with the contractor. The manager is expected to be available for CDMP conference calls and progress meetings, and be generally available to respond to questions. The task manager must monitor the funding and the rate of spending to ensure the task is done within budget.

Processing Invoices:

A contractor invoice, specific to each task, will be sent to the CDMP COTR by the 10th of each month for work done during the prior month. The COTR will fax or email the invoice to the appropriate task manager when it is received. All task managers are required to review the monthly invoices for their tasks and respond via email with their agreement as to what has been billed, or if there are any discrepancies on the invoice that need to be resolved. The contractor invoices are approved for payment by the COTR and sent to EASC for payment. It is the task manager's responsibility to be sure that the products/services that are billed are justified.

National Environmental Satellite, Data, and Information Service

Daily Cooperative Observations - imaging and keying
Hourly Surface Observations - imaging and keying
Upper-Air Observations - imaging and keying
Hourly Precipitation Data - imaging and keying
Storm Reports - imaging
DMSP Images - imaging
MBTs - imaging and digitizing
Daily Weather Maps - imaging
Monthly Weather Review - imaging
Glacier Photographs - imaging
Ionospheric Observations – keying
Volcanic Ash - imaging

National Marine Fisheries Service

Lightship Observations - imaging and keying
Data Recovery on Cetaceans - imaging and keying

National Ocean Service

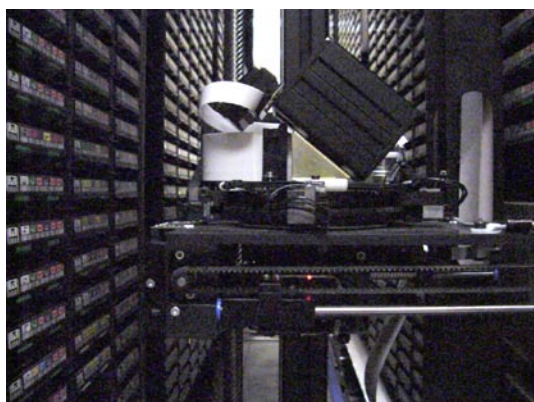
Shoreline Charts - vectorizing
Surface Temperature and Density - keying
Nautical Charts - imaging
Water level - imaging

National Weather Service

African Upper-Air Observations - keying
Analog-to-Digital Conversion – software development

Office of Oceanic and Atmospheric Research

WMO Pub 47 – imaging & keying
Great Lake Ice Thickness - imaging
and keying



Dates to Remember

November 3, 2003

Last day for reservations at the Doubletree Hotel in downtown Charleston, SC. Call 843-577-2644 for reservations at the government rate using a room block code of “CDM”. The hotel is in the midst of the Historic District, beside the City Market. Rooms include 1 & 2 bedroom suites with all amenities. The hotel is located on the corner of North Market and Church Streets. The Doubletree web site is: www.doubletree.com.

November 7, 2003

FY 2004 Proposals or Task Orders are due;
for details see page 6.

A submitted proposal/task order is all that is needed for Data Access Workshop Registration.

December 2-3, 2003

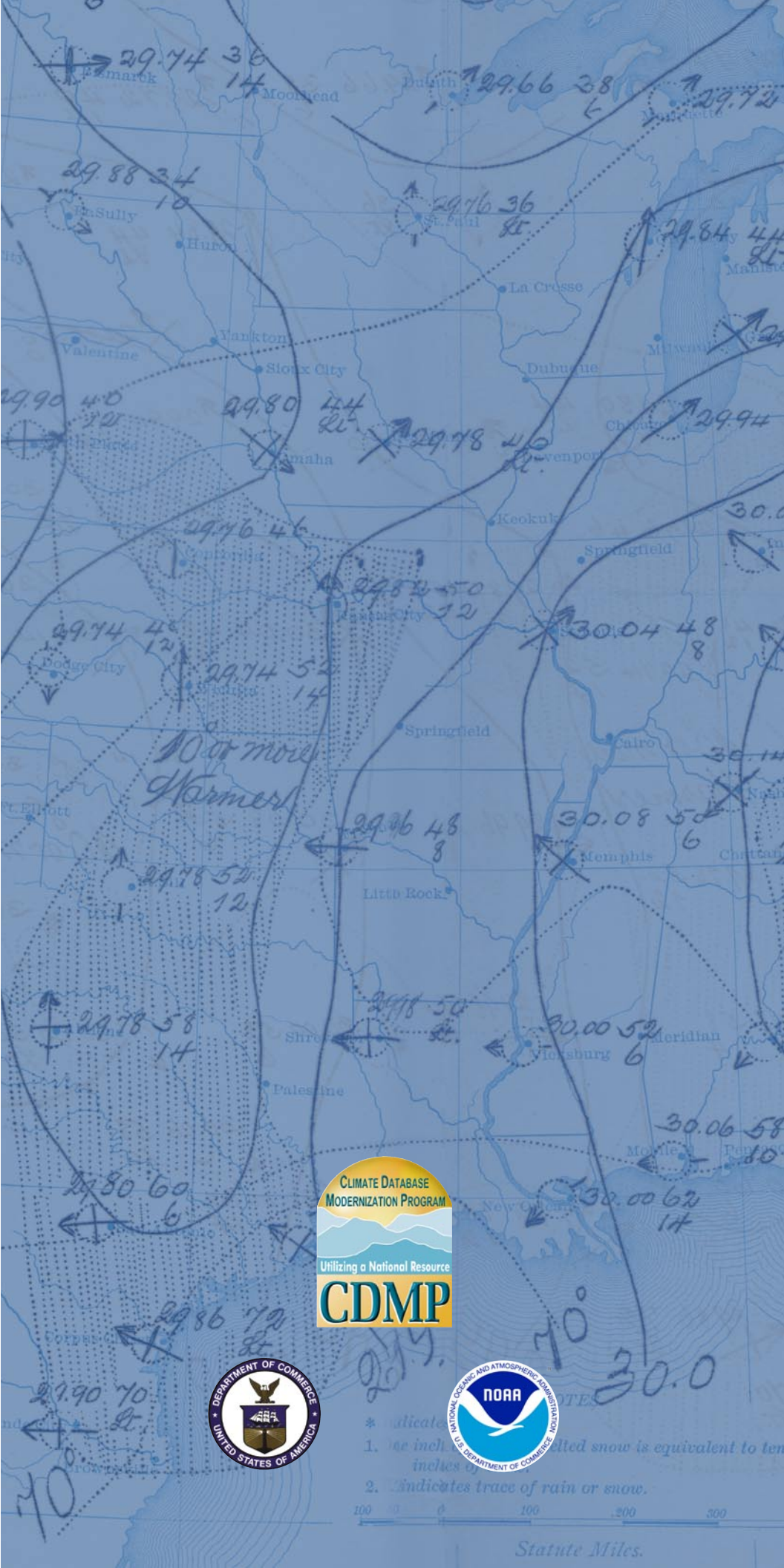
Data Access Workshop - in Charleston, SC.
Hosted by NOAA's Coastal Services Center. For directions and further information on NOAA's Coastal Services Center see: <http://www.csc.noaa.gov/text/direct.html>.

January 2004

Awards announced.

March - April 2004

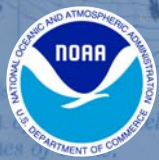
Tasks begin.



CLIMATE DATABASE
MODERNIZATION PROGRAM

Utilizing a National Resource

CDMP



- * indicates
1. See inch. U.S. Department of Commerce. Melted snow is equivalent to ten inches of rain.
 2. Indicates trace of rain or snow.

100 0 100 200 300

Statute Miles.